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6 May 1972

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

ATTENTION : Chief, Organization and Methods Service

THRU: ADPC and ASD/P (A)

SUBJECT: T/O Requirements for the OpC Logistics Division

REFERENCE : Memo dtd 1 April 1972, from CLD through CAL to ADPC;
Subject: Table of Organization, Logistics Division.
(Attached).

1. The reference file, attached herewith, is a detailed analysis of the subject requirements. The components of this file are as follows:

a. Reference memorandum, in which CLD requests T/O approval of Tab A, requests immediate recruitment authorization for the smaller number of positions selectively listed in Tab B, and presents a narrative justification for these requests.

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b. Tab A to reference, listing a total of [] positions as the full requirement for full performance of Logistics Division responsibilities.

c. Tab B to reference, giving the selected list of [] positions on which immediate recruitment is necessary to permit the minimum necessary degree of performance of Logistics Division responsibilities, and giving the set-off of [] presently authorized positions, personnel on board, and recruits in process.

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d. Tab C to reference, giving the present functional statement for Logistics Division and its component branches.

2. In order to expedite the most urgent positions of CLD's needs, this request is modified as follows:

a. Immediate approval is requested, as a T/O for the Logistics Division, for the [] positions listed in Tab B of the reference. Further justification of this request is given in paragraph 3.

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b. The remainder of the [] positions given in Tab A of reference is not presently requested. This additional margin of [] positions involves certain questions of service to be relied upon from CIA Administrative offices. This margin may or may not become a firm requirement, depending upon the extent and adequacy of such service.

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c. Immediately

26.09.78 Immediately upon approval of Tab B as the T/O for the Logistics Division, this office will submit, through the appropriate separate channels, the requests for adjustment of civilian personnel ceilings and for military personnel authorizations which will be necessary to activate this T/O.

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d. This Staff will pursue separately with DD/A the matter of supporting services from DD/A offices and the effect of this consideration on future Logistics Division personnel requirements. It may be said emphatically that the additional margin of [] positions, as given in reference Tab A above the [] of reference Tab B, will become an early requirement for Logistics Division personnel unless a very substantial amount of assistance of a services type can be relied upon fully from CIA offices.

e. In addition to the statements by CLD in the reference memorandum, further justification for approval of Tab B as the T/O for the Logistics Division is suggested as follows:

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a. As a general matter, my personal analysis indicates that the [] positions of Tab B are a necessary T/O minimum for activities which are properly required of CLD without duplication of the responsibilities of CIA offices.

b. More specific correlation of activities and personnel requirements, in support of this general conclusion, follows:

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(1) [] positions, in the Tab B request, are accounted for by the executive and control functions (increases from [] and from [] respectively). The additions to the Division Chief's office are a minimum of administrative staff for an organization of this size. The positions already authorized in the Control Branch are in the tabulating field and may appear to be duplication of CIA staff and service. The experience of the last year has indicated, however, that this group is a minimum nucleus necessary to plan and prepare Opc logistics tabulating projects with the thoroughness required for NSU to accomplish its service to Opc. The reports and statistics officer is a special need for a program of this character and complexity as are the clerk-typists and draftsmen. The two additional field examiner positions appear necessary if this Division is to perform its staff supervision responsibilities toward Line Divisions. 25X9

(2) The largest increase (from [] is requested in the Supply Branch. Seventeen positions filled or in process represent the fullest present staffing of any element of LD. This need must be considered in the light of the necessary and proper staff functions to be served by the Supply Branch. In brief summary, these main functions are as follows with some comment on specific personnel needs: 25X9

(a) To monitor

26 09 78 (a) To monitor the development and submission to CIA Procurement of Ope requirements for supply and equipment, based on operational intentions and phased with operational capabilities. The numerous problems of installing a full logistics planning cycle have prevented this load from reaching the size and frequency required for effective continuing performance. Four officers have devoted most of their time to this function, barely keeping up on the reduced load basis. Six are requested and believed presently adequate for higher load with increased frequency of action.

(b) To develop the detailed programs and schedules for procurement and delivery action which are necessary to notify operational programmers of the resources they may rely upon and to establish the logistic action targets against which control will be maintained. Attention to this function thus far has been negligible, partly because the logistics planning cycle has not reached the stage permitting it, and partly because LD could not afford much diversion of personnel from the requirements function. This function is planned for an increase to four officers from the two positions now authorized. These officers are the link between the general requirements planning and the wholesale procurement action, on the one hand, and the tailoring of operational commitments to the limit of capability on the other. Without this function, Ope Staff will not be in a position to advise ADPC and DD/P when proposed operational commitments threaten to exceed capabilities.

(c) To advise CIA elements on Ope interest in inventory and supply control systems, to exercise staff supervision over Line Divisions in operation of such systems, to monitor progress against procurement and especially field delivery targets, and to provide other sections of the Branch with inventory and stock level data pertinent to their actions. The three officers and four clerical positions requested for this section involve an increase of two clerical positions over present authorization. This section is not intended to overlap the responsibilities of the CIA Office of Procurement for development of supply control procedures. It is assumed that any summarizing and collating service performed at Headquarters will be handled by the Office of Procurement. The double function of controlling requisitions flowing to Procurement and watching field station levels and supply movement is believed to justify the two additional clerical personnel without overlapping functions properly belonging to the Office of Procurement.

(d) The remaining

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25X9 (d) The remaining [redacted] new positions requested above the present authorizations, are accounted for as follows; [redacted] persons indicated above as working primarily on the requirements function has been the Acting Branch Chief. One position in the Requirements Section is provided to permit the Chief of Branch to act as such; one new position is the Deputy Branch Chief; [redacted] special projects officers are provided to meet the need for a small, deployable staff to cover further Branch functions not covered by the preceding. 25X9

25X9 (3) [redacted] positions (increase of [redacted] now authorized) 25X9 in the reference Tab B request are required by the Facilities and Services Branch. The responsibilities of this Branch may be detailed as follows:

(a) To monitor the development and execution of world-wide Opc programs for logistic facilities, to develop requests therefor within CIA or in conjunction with the military services, and to exercise staff supervision over line activities in respect to real estate procedures and control: Increase from [redacted] 25X9 [redacted] officers and from [redacted] clerical is a very moderate request for this function. 25X9

(b) To provide specialized staff service and program coordination in the logistic aspects of ordnance, air support, QM, and transportation: [redacted] officers and one clerical as presently authorized. No increase is currently requested. 25X9

(c) Two positions already authorized, making the sixteen for this Branch, are the Chief of the Branch and his secretary.

25X9 (4) [redacted] positions (increase from [redacted] officers 25X9 and [redacted] clerical) for the Plans Branch. The long-range logistic planning function involves constant and close relationships with the strategic and operational planners in Opc and in the Pentagon. This Staff is no more than that reasonably necessary to maintain such contacts on a continuing basis.

4. The position grades given in Reference Tab B are the ones which the Logistics Division and this Staff believe should pertain. It is assumed, however, that this Staff will have detailed discussion with the Classification and Wage Division on this matter and that we have an obligation to provide it with more detailed information for use in final classification judgment.

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5. I wish to emphasize strongly our urgent need for the positions herein requested and to ask that approval be given as promptly as possible. If specific questions develop controversy over certain jobs, I hope that these particular jobs can be put aside and partial approval be given as promptly as possible to those positions in the request which can be cleared at once.

Chief, Administration
and Logistics, Ops

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Att:

Ref. memo and attachments thereto.

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